

*Rec Mgt 1-1*

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**LOGISTICS**  
12 October 1953

**SUPPLY**

**STANDARDIZATION OF FILING SUPPLIES**

1. Standardization of the specifications on supply items of general Agency usage will effect substantial economies in procurement and stock-keeping. Such standards have now been established for the following filing supplies:

<u>Item</u>	<u>Stock No.</u>
a. Card, guide, file, pressboard, angular metal tab, 1/3 cut with lower projection:	
(1) 1st position, legal	7530-005-4440
(2) 2nd position, legal	7530-005-4441
(3) 3rd position, legal	7530-005-4442
(4) 1st position, letter	7530-005-4433
(5) 2nd position, letter	7530-005-4434
(6) 3rd position, letter	7530-005-4435
b. Insert, metal tab for 1/3 cut guide cards	7510-005-4443
c. Folder, file, kraft, square cut, plain tab, reinforced, 11 point:	
(1) Legal-size	7510-005-4436
(2) Letter-size	7510-005-4437
d. Folder, file, kraft, square cut, plain tab reinforced, 11 point, with fasteners in 1st position:	
(1) Legal-size	7510-005-4438
(2) Letter-size	7510-005-4439

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Item

Stock No.

e. Folder, file, kraft, square cut,  
plain tab reinforced, 11 point,  
with fasteners in 1st and 3rd  
positions:

(1) Legal-size 7510-005-4920  
(2) Letter-size 7510-005-4921

2. Offices should continue to requisition the file folders and guides they are currently using. When present supply stocks are exhausted, requisitions will be filled with the above standard items. Requisitions thereafter should specify standard items.

3. Nonstandard items may be requisitioned only where special use requirements exist. At such time as the Logistics Office notifies Agency Offices that present supplies of nonstandard items are exhausted, requisitions for nonstandard items shall be accompanied by written justification to the Logistics Office concurred in by the Records Management and Distribution Branch, General Services Office. Present usage of a specific type of folder or guide is not of itself considered sufficient justification for deviation from the established specifications.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE  
Acting Deputy Director  
(Administration)

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